

**APPLICATION FORM:
FY 2003 SECRETARY OF ENERGY
COMMUNITY SERVICE AWARDS**

A FY2003 Secretary of Energy Community Service Award is available to any DOE Federal employee who completed twenty-five (25) hours or more of bona fide community service during the eligibility period of January 1, 2003 to December 31, 2003. To apply, complete this application and submit it to your Element's Community Service Awards Coordinator by close of business on May 14, 2004. Other eligibility criteria apply (see attachment). **PLEASE TYPE OR PRINT CLEARLY.**

Name: _____
 (Last) (First) (MI)
Organization: _____ Org. Code: _____
Office Phone: _____ Email: _____

1. Please provide the name(s) of the organization(s) with which you volunteered:

2. Please provide a brief description of the mission of each organization/group:

3. Please provide a brief description of the specific activities you performed for each organization/group:

4. *(Optional)* Please provide any additional comments you wish to include, such as your feelings about the work you did, and what you feel you gained from your experience.

By your signature below, you certify that you completed a minimum of twenty-five (25) hours of community service during the period October 1, 2001 to September 30, 2002, and that the community service meets the other criteria of this program, to the best of your belief.

Applicant's Signature

Date

AWARDS COORDINATOR'S CERTIFICATION
(TO BE COMPLETED BY THE AWARDS COORDINATOR)

PLEASE CHECK ONE:

_____ The application appears to meet the awards criteria.

_____ The application does not appear to meet the awards criteria. (Please provide a brief explanation in the blank space below.)

Name: _____

Org. Code: _____ Phone: _____

Awards Coordinator's Signature

Date

**ELIGIBILITY CRITERIA:
SECRETARY OF ENERGY COMMUNITY SERVICE AWARDS**

Any individual is eligible to receive a Secretary of Energy Community Service Award if:

- The individual is a DOE Federal employee;
- The employee performed a total of 25 (twenty-five) hours or more of bona fide community service during the eligibility period. (The eligibility period will be announced annually by the DOE Office of Economic Impact and Diversity.)
- The community service activity was unrelated to the employee's normal assigned duties and responsibilities;
- The community service was not discriminatory in nature, and was not associated with an entity which practices unlawful discrimination;
- The community service was not political in nature, and did not violate federal, state or local laws, rules or regulations; and
- Honoring the community service activity would not compromise the integrity or independence of the Department in any way, nor create embarrassment for the Department.

All community service qualifies, regardless of whether it took place during or after normal duty hours. Each employee may receive a maximum of one award per year. In cases where there is a dispute regarding eligibility, The Office of Economic Impact and Diversity will make the final determination.

(This document contains information on basic eligibility criteria. For complete information regarding the Secretary of Energy Community Service Awards, or to obtain additional copies of this application, please consult your Element's Community Service Awards Coordinator, or visit www.hr.doe.gov/ed/index.html.)